



Invitation to Bid HNS 21-23

NOTE: Contractors are not authorized to visit the property before or after the bid walk, without being accompanied by the City's Rehabilitation Specialist.

Documents included in Package:

- 1) Instruction to Bidders
- 2) Specs by Location/Trade (Scope of Work)
- 3) Subcontractor Certifications (if applicable)
- 4) Floor Plan / Site Drawing (if applicable)

Bid Walk & Bid Opening:

Project Address:		SAFEHOME CHARLOTTE
4737 Kenmont Dr.		
Bid Walk:	12 / 14 / 2020 @ 9:00 AM	✓
Bid Opening:	12 / 21 / 2020 @ 2:00 PM	
Client Name:	Altesa Wright ✓	Contact Number: 704-584-8380
Project Manager:	C. Hitsman	Contact Number: 704 622 1685

Bid Walk and Bidding Instructions:

All bid walks are mandatory.

If you are going to be late the policy is the following:

Contact me BEFORE the start time if you are going to be late. If you are going to be more than 10 minutes late, we will proceed without you and you will not be permitted to bid.

The day of a bid walk the best way to reach me is at _____ (cell # 704 622 1685 _____).

Bids must be received by the date, time and place specified. All others will be considered non responsive and disqualified.

The Bids will be opened at 600 East Trade St. immediately following the above due date and time.



SAFE HOME
CITY OF CHARLOTTE
NEIGHBORHOOD & BUSINESS SERVICES

Company Acknowledgement:

The undersigned, having become thoroughly familiar with the terms, conditions, limitations, and provisions of the housing improvement work to be performed at H737 Kenmont to be funded through the City of Charlotte Neighborhood & Business Services, in addition, having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed contract documents including furnishing of any and all labor and materials, and to do all work required to complete said Work in accordance with the advised respective contractual, for the sum of money:

All labor, materials, services and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications:

Dollars (\$) _____

Written total

Specs Dated: 8/3/20 Number of Pages: 9

Addenda # 1 Dated: Number of Pages:

Addenda # 2 Dated: Number of Pages:

Project Schedule: Minimum Start Date -

Completion Deadline:

Please Print and Sign:

Company Name/Firm:

Authorized Representative Name:

Signature:

Date:



Requirements For Bidders

The City awards rehabilitation bids to the lowest responsive and responsible bidder. A responsible bidder for the safe home program is one who:

- 1) Is a licensed general contractor in the State of North Carolina;
- 2) Has an Renovate, Repair & Paint Certification (<http://www2.epa.gov/lead/renovation-repair-and-painting-program>);
- 3) Is not listed on a local, state or federal debarment list;
- 4) Carries an appropriate amounts of insurance;
- 5) Can provide references verifying the contractor has completed work of a similar scope in a good workmanship like manner or successfully completed prior work for the Safe Home program. Referenced work must have been completed in one year or less from date of this invitation to bid.

A responsive bidder must:

- 1) Submit all requested documentation on time;
- 2) Meet the above requirements for responsibility at the time of bid submittal;
- 3) Have the capacity to meet the required schedule for the project.
- 4) Existing rehab projects contracted by the contractor must be on schedule.

The City reserves the right to waive any minor informalities or irregularities, which do not go to the heart of the bid submittal or prejudice other offers, or to reject, for good and compelling reasons, any or all bid submittals.

Rehabilitation Specialist
City of Charlotte
Neighborhood and Business Services
600 E. Trade St.
Charlotte, NC 28202
PH: (704) _____
Fax: (704) _____



Instructions to Bidders

Explanations to Bidders

Any explanation desired by a Contractor regarding the meaning or interpretation of the advertisement for bids, drawings, specifications, etc., must be requested in writing to the Rehabilitation Specialist with sufficient time allowed for a reply to each Contractor before the submission of their bids. Any interpretation made will be in the form of an addendum to the invitation for bids, drawings, specifications, etc., and will be furnished to all prospective Contractors. The Contractor must acknowledge any revision to the bid documents in the space provided on the bid form and it must be submitted with their bid package.

Preparation of Bids

Bids shall be submitted on the forms furnished, or copies thereof, and must be manually signed. If erasures or other changes appear on the forms, the person signing the bids must initial each erasure or change

- The Contractor's Bid Proposal must be properly executed and submitted on the form provided. Bids by Contractors must be received by the Rehabilitation Specialist at the time and place specified on the "Invitation to Bid"
- No bid will be considered unless all individual work items on the Bid Form including any addendums are priced. The sum of all work items must equal to the Total Bid Amount.
- Unless called for, alternate bids will not be considered
- Modification of bids already submitted will be considered if received at the office designated in the invitation for bids by the time set for opening of bids

Submittal of Bids

- Sealed bids will be submitted to the Safe Home Program Office as directed in the invitation to bid prior to or at the appointed bid opening time
- Bid will be time stamped on the date of delivery
- Each bid must be submitted in a sealed envelope bearing on the outside the name of the Contractor, the name of the project for which the bid is submitted, and the date and time of the bid opening
- All bids submitted must be typed or written in ink and signed by the Contractor's designated representative



SAFE HOME
CITY OF CHARLOTTE
NEIGHBORHOOD & BUSINESS SERVICES

- Failure to include all forms may result in rejection of a bid
- Required Bid Package Forms:
 - Scope of Work
 - Addenda Acknowledgement
 - Itemized Work Sheet
 - Subcontractor Certifications (if applicable)

NEIGHBORHOOD & BUSINESS
SERVICES

<http://housing.charlottenc.gov> | 600 E. Trade Street | Charlotte, NC

Work Specification

Prepared By:

City of Charlotte Housing & Neighborhood Services
600 E. Trade Street
Charlotte, NC 28202
(704) 336-7600

Property Details

Address: 4737 Kenmont Dr
Charlotte, NC 28269

Owner: Altesa Wright

Owner Phone: Cell: (704) 584-8380

Structure Type: Single Unit

Program(s): Healthy Homes
SHFY2020

Square Feet: 1000

Year Built: 1966

Property Value: 91000

Tax Parcel: 04505129

Census Tract:

Property Zone: Council District 4

Repairs

Description

Floor

Room

Exterior

All Contractor's Project Requirements

The contractor is responsible for project requirements, including but limited to:

COVID - 19 Processes

Obtaining all permits required. Said permits shall include all items in this scope of work.

Provide temporary toilet facilities from job start until the completion of work.

Provide AS MANY roll-off dumpsters as needed without damaging the site. Collect construction debris using dust control methods. Remove dumpster and repair any evidence of the dumpsters use. Contractor may haul debris away daily using dump trailers.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Work Specification

Tear Off & Reroof Shingles

Remove and dispose of existing roofing, inspect and repair roof deck (include 96 sq.ft. of decking replacement in bid) and install new 30 year architectural shingles. Include ice and water shield at all roof edges, felt paper, shingle over ridge vent, boots, flashing and all necessary accessories.

Bid Cost: _____ X _____ = _____
 Base Quantity Total Cost

Demo and Rebuild Bathroom - Complete

Completely demo the existing bathroom. Remove all plumbing and electrical fixtures, doors and trim, and ceiling, wall, and floor coverings to the framing. Repair or replace all framing as necessary to meet the requirements of the Construction Specifications and the Building Code.

Replace / paint any affected adjoining room drywall

Rebuild the bathroom complete with all the following features:

- *floor, wall, and ceiling insulation at locations required by the Construction Specifications
- *ceiling mounted fan vented through the roof
- *switched light fixture centered over the vanity
- *GFCI outlet per Code
- *4" fiberglass shower pan & 4x4 tile, bull-nosed edging, 5 ft tall, include window sill
- *drywall and finish walls and ceiling
- *25 yr vinyl resilient flooring
- *prehung six panel door and hardware
- *baseboard and shoe mold at standard locations
- *1.6 gpf commode 17"
- *24" vanity with cultured marble top and single handle faucet
- *3 piece bath hardware set (towel bar, paper holder, and towel ring)
- *mirror centered over the vanity
- *floor supply register
- *walls and ceiling painted semi-gloss per Construction Specifications.
- *replace window with Code compliant window.

All materials and construction methods shall meet the requirements of the relevant Construction Specifications and the NC Codes.

Bid Cost: _____ X _____ = _____
 Base Quantity Total Cost

Exterminate Termites

Exterminate for termites. Drill and patch foundation and pavement where necessary. Exterminator must be licensed and provide a 1 year guarantee with an optional yearly renewable warranty for the homeowner.

Bid Cost: _____ X _____ = _____
 Base Quantity Total Cost

Work Specification

Insulate Floor R-19

Install R-19 Kraft faced batt fiberglass insulation to floor where missing. Vapor barrier must face heated space. Use strong wire, "tiger teeth" or mesh to hold insulation in place.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Attic Insulation Increase to R-38

Increase attic insulation to R-38, contractor to attach verification to rafter at attic access, easily seen. Include ventilation baffles to code.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Vapor Barrier

Lay 6 mil poly vapor barrier on ground in crawl space and 6" up foundation walls. Overlap seams by 2' and secure with duct tape.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Vinyl Window

Dispose of window units and any security bars. Field measure, order and install new Energy Star rated vinyl, double glazed LOW-E windows including half screens. Insulate rough opening. Install new extension jambs, casing and sill as needed, prime and paint. Exterior trim to be wrapped in PVC coated aluminum coil as needed. Repair all areas disturbed by removal and installation. This installation is to include repairing any damaged header, framing (to include king studs, jack studs etc.) sub-floor, floor joists, band joists and sill. Any windows replaced in a bathroom must have tempered glass.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Prehung Metal Doors (3)

Front, Rear & Utility Doors

Remove existing door, frame and threshold. Install new Energy Star rated pre-hung exterior door. Insulate cavity. Install mortised dead bolt and lever handled door hardware keyed alike. Install wide peep sight. New casing and shoe molding will match existing. Apply primer and topcoat. This installation to include repairing any damaged header, door framing, to include wall framing, sub-floor, floor joists and sill.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Dryer Vent

Install 4" rigid aluminum vent tubing from the specified dryer location to a 4" wall mounted dryer vent hood with a back flow preventer and NO screening. Fasteners shall not protrude into the interior of the exhaust duct. Seal all seams in the system with duct mastic or aluminum foil tape, not duct tape. Secure duct and hood to framing.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Work Specification

Combination CO / Smoke Detector Hard Wired

Install a hard wired combination carbon monoxide and smoke detector with battery back up.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Smoke Detector Hard Wired

Install UL approved, interconnected, ceiling mounted smoke and heat detectors permanently wired into a receptacle boxes with battery backups in bedrooms and outside of sleeping areas.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

LED Screw Base Bulb Installation

Replace all existing screw base (A-Type) lamps throughout the house with LED screw based omni directional (A-Type) lamps. Contractor to field verify quantity needed.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Electrical Scope - Outlets

Replace , to Code any loose wall outlets in dwelling

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Double Bowl Sink Complete

Install a 18 gauge 33" x 22" x 8" double bowl, stainless steel, self rimming kitchen sink including a single handle metal body faucet, rated at 2.0 GPM or less, with a 15 year drip- free warranty, P-trap, supply lines, full port ball type shut-off valves & escutcheon plates on all supply & drain lines. No copper compression fittings.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Counter Tops Replace

Screw to base cabinet a square edged plastic laminate counter top. Provide end-caps and cutout for sink. Caulk counter top to adjoining walls with low VOC caulking to match wall color. Owner's choice of in-stock color and texture.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Work Specification

Cabinets Base

Replace base cabinets. Cabinets to be constructed of solid maple and plywood. No particle board allowed. See contractor's manual guidelines & specifications for full requirements.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Cabinets Wall

Replace wall cabinets. Cabinets are to be constructed of solid maple and plywood. No particle board allowed. See contractor's manual guidelines & specifications for full requirements.

* Place two (2) cabinets (sized) center over stove

* Place two (2) cabinets (sized) over dryer

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Range Hood Exterior Vented

Install an exterior ducted enameled range hood with integral controls and light capable of 100 cfm at 70 sones. Attach hood to cabinet with screws. Include metal vent and roof or wall cap/damper assembly, using #14 copper Romex. Owner's choice of color.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Prep & Paint Ceiling - Kitchen

Remove or cover hardware and accessories not to be painted. Scrape loose, peeling, cracked, and blistered areas. Clean oil, grease, fungus, dirt, and dust from surfaces. Fill holes and cracks. Prime all new materials and spot prime existing with acrylic latex. Top coat with Owner's choice of low VOC acrylic flat latex in all habitable rooms and low VOC acrylic semi-gloss latex in kitchen and baths. Replace or uncover hardware, fixtures and accessories. Any moving of furniture required shall be included.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Ceiling Fan with Light - Kitchen

Install a 52" 3 speed flush mounted ceiling fan with a minimum two bulb UL approved, LED light fixture with shade and lamps. Include ceiling fan mounting box. New fan is to be Energy Star rated.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Work Specification

Floor System Repair - Kitchen Health Homes

Remove all fixtures not built in. Dispose of damaged/unsafe components of floor assembly. Work may include installation of 2"x 8" joists hung 16" on center, plywood or tongue and groove subfloor, wall studs & plates. Include replacing all deteriorated band joists and insulating floor to code.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Resilient Flooring - Kitchen

Install 25 year warrantied resilient floor covering per manufacturer's specifications. Flooring material is to be vinyl interlocking planks and be waterproof. Include transitions and painted or stained wood quarter-round at all perimeters to complete installation.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Laundry Washer Connection Box - Kitchen

Install PVC laundry connection box with hot and cold hose bibbs, and 20 amp outlet on a separate circuit to service a washing machine.

Repair wall studs, plates and girder below if needed. Replace any wood paneling removed for piping. Seal all air gaps, include insulation. Existing Drain line is inoperable.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Replumb Waste Lines & Vents

Remove all drain, waste and vent lines to code legal dump. Install schedule 40 PVC to service one 3-piece bath, kitchen and laundry area from the roof vent pipe/pipes thru the foundation wall to include a main clean out outside of house and any interior clean outs required, installed to code. Repair any wall or ceiling tear out required to install system. Replace to exterior of foundation wall to new clean-out.

Snake line from new clean-out to City connection.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Asbestos Abatement Scope

See attached scope. An allowance to complete the scope of work attached.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Work Specification

Prep & Paint Exterior Surfaces

Prep and paint all exterior painted surfaces. Properly dispose all loose materials. Secure or replace all loose, broken, rotted or deteriorated materials. Caulk and fill all cracks, voids, holes, etc. prior to applying 25-year or better Low VOC paint. Owners choice of color. All work to be done in a neat & professional manner. Use care to protect all surfaces not intended for paint coverage.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

REMOVE ATTIC RODENTS

Trap / Remove Attic Rodents.

Screening to be secured over interior side of Gable Vents

All extermination shall be performed by a licensed contractor.

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Folding Attic Stairs

Replace utility folding stairway, after doubling framing at ceiling. Install casing to match trim in room. (2) coats paint on trim and door assembly

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Certification

Contractor Name: _____

Total Cost: _____

Signature: _____

Date: _____

ASBESTOS ABATEMENT SCOPE OF WORK

& INSTRUCTIONS TO BIDDERS

N. Carolina Certified Asbestos Contractor Required for Abatement

Address

4737 KENMONT AVE

11/9/0220

Complete the following scope of work:

Work to be performed by a Licensed N. Carolina Asbestos Abatement Contractor

Item #	Feature	Method	Number	Cost Per unit	COST
1	Approximately 500 sq ft of White Joint Compound on the Wallboard joints, seams and connection points on the first floor of the house. Areas of concern: Bathroom, kitchen, windows, doors, attic stairs, CO2 & Smoke detectors, laundry washer connect box	Abate: Permit Required. N. Carolina Certified Asbestos Contractor to remove and properly dispose of the asbestos containing joint compound material prior to renovation or demolition activities that may impact the material.			
2	Clearance required	Contractor to use Roy Consulting Group to provide Asbestos Clearance testing. City of Charlotte will pay for the testing.			
3					
4					
5					
6					
7					
8					
9					
10					

total

Contractors may submit an occupant protection plan on the form provided.

1 Contact Roy Consulting Group if an additional form is needed. Phone 704-968 4111

Complete all interior work in a unit in a single day.

2 Allow for replacement of 50 board feet of rotted wood.

3 Unless otherwise noted any window or door removal and replacement

4 Includes frame and trim on both sides.

In lieu of complete removal, window frames may be enclosed with vinyl on

5 exterior in accordance with all project manual requirements

6 Contact Jim Roy to conduct inspections prior to repainting or other putback and after vinyl siding installation.

Windows being placed in a bathroom need to be tempered glass.

Total Bid

Acknowledgement of Addenda (if any):

Addendum#	Date

The undersigned contractor agrees to perform the scope of work for the Indicated fee in accordance with applicable regulations and the project manual. The undersigned also certifies that the work will be completed within 60 days of award.

Signature of authorized contractor representative

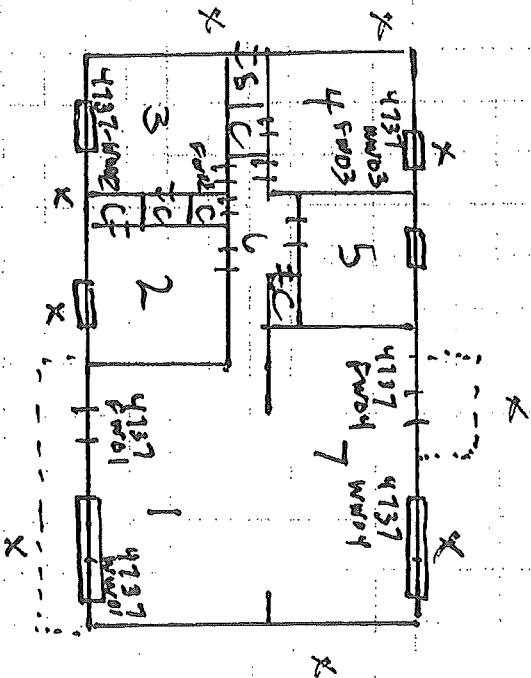
Contractor Submitting Bid:

START DATE

COMPLETION DATE




SIDE B

SIDE C



SIDE D

Legend

-  = Window
-  = Door
-  = Soil Sample Location

SIDE A

NOT TO SCALE

NC Lead-Based Paint Program for Renovation, Repair, and Painting Guidance Document - Recordkeeping Checklist

Project Date(s): _____ Project/Job Number: _____

Target Housing ☐ Child-Occupied Facility (COF) ☐ Year Built: _____

Name of Owner/Occupant: _____

Complete Address of Owner: _____

Physical Address of Renovation (If Different): _____

Description of Renovation or Scope of work (attach a copy if available): _____

If an emergency renovation, describe the nature of the emergency and document the provisions of the NC-RRP Rules that were not followed: _____

Name of NC Certified Lead Renovation Firm: _____

NC Certified Lead Renovation Firm Number: (Example: RRP-124) _____ (Attach Copy of Firm Certificate)

Name of NC Certified Lead Renovator Assigned to Project: _____

NC Certified Lead Renovator Number: (Example: 172469) _____ (Attach Copy of Renovator Letter)

NC Certified Lead Renovator provided lead safe training to workers on (mark all that apply):

_____ Posting Warning Signs (Occupant Protection)

_____ Setting Up & Maintaining Containment(s) / Interior / Exterior

_____ Using Personal Protection Equipment _____ Prohibited & Restricted Work Practices

_____ Isolate Work Area, Remove or Cover Objects, Close Windows/Doors, Close & Cover Duct Openings, Cover Floors or Ground (Avoid Spreading of Lead Dust to Adjacent Areas)

_____ Post-Renovation Cleaning (Interior/Exterior) _____ Waste Handling

Other _____

Name(s) of Lead Safe Trained Worker(s), if used: _____,

_____, _____, _____,
_____ (Attach list if needed)

Pre-Renovation Education - (select method used):

_____ Obtained written acknowledgment of receipt of pamphlet - Attached "Renovate Right pamphlet - Pre-Renovation Form" with signature of owner/occupant and renovator or renovator's self-certification (for tenant-occupied dwelling only) prior to starting work **OR**,

_____ Documented certificate of mailing at least 7 days prior to starting renovation but no earlier than 60 days prior to starting work **OR**,

_____ For Child-Occupied Facility (COF) or common area renovations, posted pamphlet & information signs with general nature of work, location of work, start and completion dates and how parents & guardians can review or obtain a copy of the Renovate Right pamphlet, project records and reports at no cost. Firm prepared signed & dated statement describing steps to inform all parents & guardians of intended renovation.

NC Lead-Based Paint Program for Renovation, Repair, and Painting Guidance Document - Recordkeeping Checklist (Page 2 of 4)

Lead-Based Paint (LBP) Testing or Inspection Results (select method used):

Painted or coated surfaces are assumed to contain Lead-Based Paint (LBP) unless tested.

I. Check if Assumed LBP ☐ N/A ☐

II: Was a LBP inspection or written determination done by a NC Certified Lead Inspector/Risk Assessor?

Yes ☐ N/A ☐ (If yes, attach a copy of the inspection report or written determination)

III. Did a NC certified renovator test for lead using an EPA recognized test kit? Yes ☐ N/A ☐

If yes, you must provide LBP testing results in writing to the person who contracted for the renovation prior to starting work.

Results provided: Yes ☐ N/A ☐ Date provided _____

Record testing results below. Use supplemental sheets to record additional testing results if needed.

Renovator Testing:

EPA – Recognized Lead Test Kit Documentation

Name of Kit Used: _____ Serial/Lot Number: _____ Expiration Date: _____ (if applicable)

List the Room Location(s), All Component(s) and the Results of each test.

Date	Sample No.	Room	Component	LBP: Yes or No

Paint Chip Sampling Documentation

List the Room Location(s), All Component(s) and the Results of the testing. LBP is 0.50% (5000 PPM) or Greater. Usually minimum 1 square inch (in²) sample needed, check with NLLAP laboratory.

Date	Sample No.	Room	Component	Dimension (inches)	Area (in ²)	LBP: Yes or No

Note: Attach copy of analysis results from NLLAP laboratory

(Find NLLAP labs at: <http://www2.epa.gov/lead/national-lead-laboratory-accreditation-program-list>)

NC Lead-Based Paint Program for Renovation, Repair, and Painting Guidance Document - Recordkeeping Checklist (Page 3 of 4)

Project Date: _____ Project/Job Number: _____

Physical Address of Renovation: _____

(Mark All That Apply)

General Work Practices:

- _____ Warning signs posted at entrance to work area
- _____ Work area contained to prevent spread of dust and debris
- _____ Work site properly cleaned after renovation
- _____ Personal Protective Equipment (used as needed - disposable suits/booties, etc.)
- _____ Washing station provided (face and hand washing)
- _____ At the conclusion of each work day, waste contained on-site is stored to prevent access and release of dust or debris. Waste contained while being transported off-site.

Interior work:

- _____ All objects in the work area removed or covered with plastic with edges/seams sealed
- _____ Ducts (e.g., HVAC, etc.) in the work area closed, covered with plastic and sealed
- _____ Windows in the work area closed
- _____ Doors in the work area closed and sealed
- _____ Doors used to enter the work area are covered to allow passage of workers, but prevent spread of dust
- _____ Floors in the work area covered with taped-down plastic, minimum 6 feet from renovated surface
- _____ Work area surfaces and objects cleaned using HEPA vacuum and/or wet cloths or mops

Exterior Work:

- _____ Closed windows and doors in and within 20 feet of the work area
- _____ Doors used to enter the work area are covered to allow passage of workers, but prevent spread of dust
- _____ Ground covered by plastic sheeting extending 10 feet or more from work area – plastic sheeting anchored to building and edges weighed down
- _____ Vertical containment erected if the renovation will affect surfaces within 10 feet of the property line or extra precautions were taken to prevent migration of dust and debris to adjacent property
- _____ All chips and debris picked up, protective sheeting misted, folded dirty side inward, and taped for removal

NC Lead-Based Paint Program for Renovation, Repair, and Painting Guidance Document - Recordkeeping Checklist (Page 4 of 4)

Cleaning Verification (CV) Documentation - Refer to EPA CV Card for Steps (Use supplemental sheets to record additional CV results if needed)

Exterior: Visual Inspection: Date Passed: _____ N/A: _____ No exterior work conducted

Note: In order to pass an exterior visual inspection there can't be any visible debris, paint chips or residue on surfaces in or below the work area.

Interior: Visual Inspection: Date Passed: _____ N/A: _____ No interior work conducted

Note: In order to pass an interior visual inspection there can't be any visible debris, paint chips or residue on any surfaces, including all objects and surfaces in the work area and within two feet of the work area. For interior work use the appropriate number of wet/dry wipe(s) for **each window sill, uncarpeted floor and countertop** surface inside the work area. List each of the areas or rooms (ex. bedroom, living room, hallway, etc.) where cleaning verification was performed in the following table(s). If dust clearance was performed in lieu of cleaning verification, attach a copy of the results.

(Example) Interior Cleaning Verification	Area/Room	Mark column Pass (P), Fail (F) or Not Applicable (N/A) or leave blank		
	Kitchen	First Wipe	* Second Wipe	*Dry Wipe
Number of Window Sills	2	S1-Pass S2-Fail	S2-Pass	N/A
**Number & Size Uncarpeted Floors	1 **(48 ft ²)	F1-P (24 ft ²) F2-P (24 ft ²)	N/A	
Number of Countertops	2	C1-P C2-F	C2-F	C2-P
*** Other Surfaces	Pantry shelving	P		
Date Completed		3/4/2014	3/5/2014	3/5/2014

Interior Cleaning Verification	Area/Room	Mark column Pass (P), Fail (F) or Not Applicable (N/A) or leave blank		
		First Wipe	* Second Wipe	*Dry Wipe
Number of Window Sills				
**Number & Size Uncarpeted Floors				
Number of Countertops				
*** Other Surfaces				
Date Completed				

Example: S1 represents 1st sill wiped, S2 represents 2nd sill wiped, F1 represents 1st surface wipe on floor and so on.

***Second wet wipe (if needed) conducted only after re-cleaning the failed work area(s). Dry wipe (if needed) used only after second wet wipe failure and after re-cleaning the failed work area. Allow surface to dry or wait 1 hour (whichever is longer) before performing dry wipe.**

****For surface areas greater than 40 ft², divide the area roughly into equal sections (each area less than 40 ft²) and use a separate wipe for each area.**

***** Other surfaces the renovator may choose to perform CV on, but are not required by regulatory work practice.**

Note: The NC certified lead renovation firm is required to submit a copy of information, documenting compliance, to the building owner, or if different, the owner or occupant, upon delivery of final invoice or within 30 days after completing the renovation, whichever is earlier. Date when a copy of records were provided to owner or occupant: _____ Owner signature/acknowledgement: _____

I certify that the information provided on this checklist is true and complete:

Name and title NC Certified Renovator

Date

Disclaimer: The information reflected on this recordkeeping checklist is provided as a resource tool only and the checklist itself is not required to be used. It is subject to change without notice. The information contained in this or future versions are not intended to be all inclusive and should not be interpreted as such. All applicable renovation activities must comply with the North Carolina General Statutes §130A-453.22-453.31 and the rules adopted to implement the Lead-Based Paint Hazard Management Program for Renovation, Repair and Painting (LHMP-RRP) 10A NCAC 41C .0900. For questions regarding the LHMP-RRP, contact the Health Hazards Control Unit at (919) 707-5950 or visit our website at: <http://epi.publichealth.nc.gov/lead/lhmp.html>.